

## DAIL Calendar of Document Submission – FY20

<u>DUE DATE</u>	<u>ITEM DUE</u>	<u>SUBMISSION METHOD</u>	<u>TO WHOM</u>
August 1	Cost Allocation Plan	Email	Tiffany Smither/ Financial Liaison
August 1	Completed Budget	Email	Financial Liaison
August 1	Auditor Engagement Letter (Previous FY)	Email	Tiffany Smither
October 31	NAPIS	Email	Jeanette Woodward
November 16	Corrected NAPIS	Email	Jeanette Woodward
December 31	Final Approved Audit	Email	Financial Liaison
February 12	Final Budget Modification Request	Email	Financial Liaison
19 <sup>th</sup> of the Following Month**	Invoices	Email	Financial Liaison
Monthly	Volunteer Timesheets (If used for match)	Email	Program Liaison
October 31 January 31 April 30 July 31	KRS 147A.115 Report	Email	Buddy Hoskinson
Quarterly	Wait List	SAMS	
Quarterly	IIID Report	Email	<a href="mailto:DAILaging@Ky.gov">DAILaging@Ky.gov</a>
Yearly	Satisfaction Surveys	Due at Monitoring	Program Liaison
Yearly	Sub-Provider Monitoring	Due at Monitoring	Program Liaison
October 1 <sup>st</sup> April 1st	Top 3 Internal Monitoring Findings and Actions Taken by the ADD	Email	<a href="mailto:DAILaging@ky.gov">DAILaging@ky.gov</a>

\* Quarterly Due Dates are: October 15th, January 15th, April 15th & July 15th

\*\* If the 19<sup>th</sup> falls on a weekend day or holiday, the invoices and supporting documentation are due the following business day

